

ACQUISITION AND MANAGEMENT OF COPYING EQUIPMENT

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I. PURPOSE

This policy provides information and procedures regarding the acquisition, management, and reporting of copying equipment at CDC*. In accordance with current Department of Health and Human Services (DHHS) guidance, this policy incorporates material from the Printing Management Manual, Chapter PHS 2-45, Copying Equipment Management.

II. References

- A. Department of Health and Human Services Memorandum, Status of Delegations of Authority and Policy Directives from OASH, dated 10/19/95.
- B. Printing Management Manual, Chapter PHS 2-45, Copying Equipment Management.
- C. Manual Guide-Printing Management CDC-1, Reproduction of Copyrighted Material, dated 12/10/97

III. Equipment Acquisition, Replacement, Transfer, or Relocation

Prior approval of the CDC Copying Manager is required to acquire, replace, transfer, or relocate copying equipment. This includes the purchase, lease, rental, transfer from excess, or other means of obtaining the equipment. Before submitting a request for any of these actions, the requester is encouraged to consult informally with the CDC Copying Manager located in the Office of Program Support, Management Analysis and Services Office, Management Services Branch (OPS/MASO/MSB) to obtain information and recommendations on the equipment. The formal request for approval should be sent by E-Mail to the CDC Copying Manager and include the following information.

- Justification of the need and intended use of the equipment (Include the requirements for any special features or attachments).
- Location of the copier, approximate number of users, and the description of the copier to be replaced, if applicable.
- Estimated average monthly volume of the work to be produced and how this work is now being accomplished.
- Alternative means of producing or obtaining this work and why these methods are unacceptable. (Identify the existing copying equipment near the area where the requested equipment will be located and

* References to CDC also apply to ATSDR

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explain why it cannot be used.)

If the request is to purchase or rent copying equipment, the CDC Copying Manager will analyze the requester's needs and recommend appropriate equipment. The CDC Copying Manager will provide a list of three vendors able to provide the recommended equipment. A selection will be made by the program after factoring in vendor service response, compatibility with other CDC equipment, and other pertinent data.

Copying equipment should be acquired through Federal Supply Schedules and must represent the best overall value to the Government.

After the selection is approved by the CDC Copying Manager, a requisition will be entered by the requester into the Small Purchase System. In order for the requisition to be processed by the Procurement and Grants Office, it must first be routed through the CDC Copying Manager.

Approved equipment is subject to the original justification even though Center/Institute/Office (CIO) funds are used to acquire it. Continued justification of copying equipment is dependent on the volume of copies produced on the equipment and its proximity to other justified copiers.

IV. Equipment Maintenance

All copying equipment requires appropriate maintenance by the user organization. To assure the best possible results, the official responsible for the equipment will designate a "Key Operator" who will perform and be responsible for the routine care and maintenance of the machine. At a minimum, this maintenance will include the items below.

- Replacing or replenishing paper and toner.
- Releasing paper jams.
- Cleaning of the drums, rollers, belts, and similar parts, when applicable.
- Arranging for service calls for maintenance.
- Maintaining continuing contact with the CDC Copying Manager after installation to ensure timely feedback on service problems, user training, and difficulties with vendors.

Maintenance agreements on copiers are strongly encouraged. It is recommended that these maintenance plans include photo receptor drum replacement, since such plans usually represent the best value to the Government.

V. Equipment Usage

Employees are responsible for assuring that the guidelines below are followed.

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- Only material which is necessary for official Government business will be copied. Personal material should not be copied.
- Copies will not be made of legal obligations or securities of the U.S. Government (for example, currency) or of any other restricted documents.
- The number of copies made on the equipment should be the minimum required.
- Copy requirements beyond the capabilities of the user's machine should be forwarded to MASO/MSB which provides duplication service for users in the Atlanta area. Requests should be made on Form CDC 0.103a, Request for Printing Services. This form is available on JETFORM and electronic submission is encouraged.
- Copyrighted materials will be reproduced only with the permission of the copyright holder or in accordance with 17 United States Code, Section 107 which is summarized below.
 - Although, in general, the owner of the copyright has exclusive rights to the copyrighted work, the Code permits 'fair use' for certain purposes such as teaching, scholarship, or research. Users may be held liable for infringements in excess of fair use. Factors to be considered in determining what constitutes fair use include:
 - The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes
 - The nature of the copyrighted work
 - The amount and substantiality of the portion used in relation to the copyrighted work as a whole
 - The effect of the use upon the potential market for or value of the copyrighted work
 - The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors
- Additional information may be found in Manual Guide - Printing Management CDC-1, Reproduction of Copyrighted Material.

VI. Required Report

The Administrative Officer of each CIO is responsible for preparing the Annual Copying Equipment Activity Report in accordance with instructions provided by the CDC Copying Manager. Accurate records must be maintained on equipment production, and cost of supplies and maintenance.

The CDC Copying Manager will consolidate these reports into a CDC-wide

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report for overall program evaluation and use in responding to HHS reporting requirements.